



STATE OF ILLINOIS HEALTH FACILITIES AND SERVICES REVIEW BOARD

Guidelines For Public Participation at HFSRB Meetings

The Open Meetings Act requires that “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” However, there are several opportunities prior to a Board meeting for the public to provide comment; these include public hearings and the submission of written comments which will be considered by the Board. The public is strongly urged to participate in opportunities prior to the Board meeting. In an effort to balance the rights of individuals who would like to address the Board with the Board’s need to maintain meeting decorum and efficiencies, the following guidelines have been developed:

1. Each Board meeting agenda shall list when Public Participation will take place and allow a maximum of 30 minutes for Public Participation on each day the Board meets. Each speaker will be allotted a maximum of **TWO MINUTES** to provide their comments. All comments should be focused and relevant to the specific projects on the **current** day’s agenda.
2. Anyone requesting an opportunity to provide comments at a Board meeting, should PRE-REGISTER at least twenty-four hours (24) hours prior to the scheduled Board meeting. The pre-registration forms are available on the Board’s website: [Ctrl-Click HERE TO DOWNLOAD THE FORM](#) and must be returned to Courtney Avery at courtney.avery@illinois.gov or 217-785-4111 (fax) or 525 West Jefferson Street, 2nd Floor; Springfield, Illinois 62761. Please note that anyone who does not pre-register shall contact Board Administrator Courtney Avery to request time to speak at a Board meeting.
3. Inflammatory or derogatory comments are prohibited, and comments should not be disruptive to the Board’s proceedings.
4. Public comment for each speaker is limited to testimony for **one** (1) project or issue. Speakers may not read testimony on behalf of someone who is not present at the Board meeting.
5. The order in which speakers may provide comment will be determined on a first-come first serve basis. Board Staff will announce when speakers may begin their comments. The use of visual aids or handouts is prohibited during the public participation portion of a Board meeting.
6. Individuals from the same organization must present together when providing testimony regarding the same project. Having more than one representative will not increase the maximum comment time.
7. Speakers cannot repeat comments already made at a public hearing or already submitted in written form to the Board.
8. You must conclude your comments when signaled by the Board Chair or Board Staff. The Board Chair may allow for a reasonable extension of time for public participation to ensure that all viewpoints are heard.

Speakers who do not comply with these guidelines will not be allowed to provide comments at the Board’s open meetings. If there are any questions regarding these guidelines please contact the Board staff via email at courtney.avery@illinois.gov or telephone at 217-782-3516.

Effective Date: March 27, 2015